

DROP OFF/PICK UP PROCEDURES

Congestion as well as confusion on our drop off/pick up procedures seems to be an issue once again. Below you will find the procedures that everyone must follow to ensure safety for everyone.

Drop-off Procedures:

1. Give buses the right of way at all times. This goes for morning as well as afternoon. Cars may not approach the pick up lane until all buses have left the school. Even if you have your child in your car before the buses leave, again you must wait until all buses have left the school.
2. Pull forward as far as you can. This allows more cars to be unloaded at the same time.
3. Have children ready to exit your vehicle on the right hand side. A staff member will assist your child out of the car. Unloading children on the left hand side of your vehicle puts your child in a hazardous position due to cars and buses exiting the school.
4. Remain single file as you approach the front door. Remain in line as you pull out. Going around cars that are waiting to drop off their children is hazardous. With added personnel and the procedures outlined above, we should be able to unload cars swiftly and safely.
5. Arrive in a timely manner. One of the challenges is getting everyone unloaded and in school by 8:00 so as not to be counted tardy. This is not an easy task when everyone comes at 7:55. Supervision at Sheridan School begins at 7:45, a few minutes early in the morning alleviates the traffic on Sheridan Road.

Pick-up Procedures:

1. Pick-up runs as well as can be expected. Just as a few minutes early can clear up the congestion in the morning, a few minutes later can help with the pick up. If you cannot get here early, plan to arrive after 3:05.
2. Those who get here early and park their cars in the south end of the lot must exit the school before the buses leave.
3. Again, we understand there may be times you will need to bring your children in yourself. Please try to find a parking place to do that. Do not leave your car unattended in the drive during drop off and pick up times.

The staff that happily greet your children in the rain, snow, sleet and hail are valued members of our teaching staff. As hectic as the morning or afternoon may be, it is our expectation that the procedures above be

followed by everyone. It is our goal to get your children to their destination, whether it be a bus, car or sidewalk as safely as possible. Thank you for your respect and cooperation in this matter.